

Professional and Managerial Branch  
Professional Engineer Group  
Public Works Series

**ASSISTANT CITY ENGINEER**

07/02 (REB)

*Summary*

Under general direction, perform highly difficult executive functions to manage integration and administration of delegated City engineering and technical support services through subordinate division heads; serve as primary stand-in for department head.

*Typical Duties*

Plan, develop, organize, coordinate and evaluate various interrelated projects and phases of on-going activities such as internal and external public works and traffic control system design and construction or installation engineering. Involves: defining, implementing and overseeing adherence to interrelated divisional policies, objectives, methods, performance standards for effective, efficient service; reviewing and approving annual division budget requests for operating staff and resources, and program and capital improvement funds; arranging for or verifying calculations and compliance with engineering standards; approving and disapproving, as authorized, final and major project scopes, designs, specifications and change orders submitted by City or consulting engineers, contractors and private citizens for or affecting public works, traffic infrastructure and other City property, and advising on conceptualization and specifications; devising and integrating engineering plan review and inspection procedures with those of other City departments; directing or personally conducting timely and thorough inspections of existing or under construction public works and traffic controls with difficult or unusual code restrictions and technical requirements; recommending approval or rejection of proposed new materials or construction methods to department head; directing research and development for major capital improvement initiatives together with related needs, feasibility, financial and priorities analyses as assigned monitoring and expediting progress of projects to completion as scheduled and budgeted that satisfy community needs and various levels of government regulations, or identifying design and construction problems or improvement opportunities, including safety and drainage issues, and initiating corrective actions; conferring with subordinates on organizational matters and available resources affecting provision of critical services.

Perform general department management functions when director is unavailable as authorized and qualified to sustain overall continuity and coordination of ongoing day-to-day functioning of all units. Involves: representing department's interests regarding operational issues and situations in accordance with accepted practices, referring unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance; directing departmental end user applications of installed computer system and acting as management liaison to information technology staff regarding operational difficulties; overseeing customer service, permit and license issuance, administering adopted budget or approved contracts by monitoring and applying fiscal controls for receipt and expenditure of funds, and use of personnel, materials, facilities and time within prescribed limits in collaboration with functionally interested City finance staff; preparing and disseminating departmental directives; serving as voting member of designated committees such as for selection of Architects and Engineers when required.

Supervise assigned executive, professional/managerial and general services personnel. Involves: determining and changing work flow, procedures and results targets; scheduling and balancing workloads of divisions; making or approving project assignments; issuing written and oral instructions; arranging for or conducting departmental orientation and training; examining work for exactness, neatness, and policy and procedure conformance; guiding staff to overcome difficulties encountered, correct errors and rectify complaints; measuring and evaluating performance of direct reports and reviewing employee appraisals by subordinate supervisors; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform miscellaneous related professional and managerial functions when required. Involves: substituting for subordinates by carrying out duties as qualified sufficient to sustain continuity of ordinary services; providing technical support to other City personnel and departments as instructed; participating in designated ad hoc committee, board and Council meetings. engaging in activities to maintain awareness of technological advancements and regulatory changes.

*Minimum Qualifications*

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in Civil, Structural, Electrical, Transportation or related Engineering discipline, plus nine (9) years progressively complex

professional design, development, construction, flood control or traffic systems engineering experience including four (4) years as a Registered Professional Engineer with project management responsibilities and three (3) years in a second or higher level supervisory capacity with administrative responsibilities; or an equivalent combination of training and experience. [A Master's Degree in Engineering, Business or Public Administration or related field may substitute for up to two (2) years of non-supervisory experience.]

**Knowledge, Abilities and Skills:** Comprehensive knowledge of: administrative, budgetary and managerial policies and procedures applied to design and construction engineering; application of generally accepted civil, structural and architectural engineering principles, standards and practices to public works or transportation infrastructures and control systems, and allied federal, state and local safety, environmental and other pertinent codes, regulations and mandates; Considerable knowledge of: short and long range urban and regional land use and transportation planning and related municipal capital improvement needs assessment procedures; project management, cost estimating, supervisory and public relations techniques. Good knowledge of: engineering computer applications; financial and legal issues pertaining to programs to provide City services and resources.

Ability to: plan, develop, organize, implement, coordinate and assess functions of professional and support staffs in assigned divisions of a large City engineering department; participate in formulating and establishing department policies, budgetary goals and service objectives; apply administrative and managerial principles and techniques, which include ensuring maintenance and safety of essential City engineering and other departmental documents and electronic records; read and comprehend common technical, financial and practical situations; define problems dealing with numerous abstract and concrete variables, and legal documents; apply advanced mathematical and statistical techniques to analyze data in theoretical scenarios collect and interpret an extensive variety of technical data and instructions, draw valid conclusions, and recommend or initiate action as authorized to direct ongoing City public works and transportation infrastructure improvement and expansion projects to completion; impartially and firmly exercise delegated executive authority through subordinate supervisors to enforce personnel, work conduct, safety and attendance rules and regulations; provide leadership to motivate productivity and cooperation of individuals or teams of various types to render quality and timely service; establish and maintain effective working relationships with fellow employees, City officials, consultants, contractors, utilities, other agencies, civic organizations and the general public to gain cooperation in situations involving common but controversial engineering and management issues to respond to inquiries or complaints, negotiate business deals, or settle internal disputes; express oneself clearly and concisely orally and in writing to analyze and persuasively explain complex standard technical and regulatory practices to those who may be unfamiliar with them in reports, correspondence, speeches or discussions.

Skill in safe operation and care of; personal computer or network work station and allied hardware; computer aided drafting and design (CADD), geographic information system (GIS), specialized project and fiscal management, and generic business productivity software comparable to that installed; standard civil engineering and surveying instruments; a motor vehicle.

**Licenses and Certificates:** Valid Texas Professional Engineer or equivalent transferable from another state by time of application which must be converted to Texas Registration within one (1) year of appointment; Texas Class "C" Driver's license or equivalent from another state by time of appointment.

**Special Requirements:** Subject to: call back in response to public works emergencies, and other unusual or unforeseen situations, and working flexible hours, weekends, holidays and extended hours as required.

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Human Resources Director

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Department Head